



State of Arizona
Department of Education

Jaime A. Molera

Superintendent of
Public Instruction

June 7, 2002
CN# 48-02

To: Special Assistance Sponsors

From: Richard Hall, MS, RD
Program Director

Re: Clarification on Changes to Special Assistance Rules and Regulations

Effective this school year, there are a number of changes to the Special Assistance Rules and Regulations. A memo (CN #31-2) entitled *Changes in Special Assistance Rules and Regulations* was sent on March 1, 2002 to detail these changes. This memo serves as an addition to that memo to clarify and further explain the required changes for the 2002-2003 school year.

Memo CN#31-2 detailed the keeping of Special Assistance documents during and after the cycle ends. The memo incorrectly stated that non-base year records must be retained for 3 years after submission of the final Claim of Reimbursement for the fiscal year to which they pertain. These records must be retained for 5 years. Please note the correction in the previous memo.

The most important of these changes is to Provision 3, that sponsors must begin taking meal counts for reimbursable meals at the point of service during non-base years. To obtain these counts, sponsors may use plate or tray counts. These meal counts are to be used by the sponsor to monitor participation rates and for submission of the monthly claim. Starting July 1, 2002, **monthly meal counts for Provision 3 schools will be required to process monthly claims** even though these numbers are not used for Provision 3 claim calculations.

With permission from ADE, a school may switch from the provision they are participating in to another provision, or return to standard counting and claiming practices. SFA's may change from Provision 2 to Provision 3 without collecting base year documentation, and will be placed on a five-year cycle. Likewise, an SFA may switch from Provision 3 to Provision 2, without collecting base year documentation, provided the SFA was non-pricing in the base year. Switching to Provision 2 will place the SFA on a four-year cycle. An SFA may switch provisions in the middle or at the end of any school year.

ADE will be having Non Base Year Special Assistance Workshops. These workshops will focus on claiming and counting procedures, updated state and federal regulations, and controlling costs in your special assistance program. These workshops will benefit staff working directly with the reimbursement claim and the food service budget. If you are a sponsor in a Non Base Year, plan to attend one of the workshops listed below.

Date	Time	Location	Registration
July 30 th , 2002	1:00–4:30 pm	Student Services Bldg., 2005 N Central Ave, Phoenix, AZ	http://www.ade.az.gov/health-safety/cnp/nslp/registrationform.pdf
August 20 th , 2002	1:00–4:30 pm	Flagstaff USD Admin Center, 3285 E Sparrow Ave, Flagstaff, AZ	http://www.ade.az.gov/health-safety/cnp/nslp/registrationform.pdf

If you are a sponsor in a base year, you may attend the Non Base Year Workshops listed on the previous page, but are not required to. Special Assistance sponsors in their base year are encouraged to attend the NSLP Business and Nutrition Track Workshops, especially if it has been four to five years since your staff has processed applications and determined eligibility. These workshops will cover proper meal counting and claiming procedures for base years. For a list of dates for these trainings, refer to your "Bringing it all to You: Child Nutrition Programs 2002-2003 Comprehensive Workshop Brochure recently mailed to you. Or view it and register on the web at <http://www.ade.az.gov/health-safety/cnp/nslp/NSLPseminars.asp>

If you need any further assistance please contact Holly Mohr at (602) 542 – 8704.